



City of South Bend

Vacancy Announcement

Post Date: Wednesday, February 18, 2015

Closing Date: Until Filled

## **ASSISTANT DIRECTOR OF UTILITIES**

**Category:** Full Time

**Department:** Public Works / Department of Utilities

**Reports To:** Director of Utilities

**Schedule:** Monday-Friday, 8 AM-5PM. Hours may vary based on operational needs.

**Pay Rate:** \$64,000-\$76,000/yr. (Exempt)

**Position:** SUMMARY

Under the executive direction of the Director of Utilities, the Assistant Director of Utilities is responsible for assisting all activities of the South Bend Utilities (SBU). SBU includes the current Divisions of Water Works and Environmental Services. This position performs administrative and supervisory duties and is responsible for planning, directing, and coordinating the operations for the City's Water Treatment, Wastewater Treatment, Water Distribution System, Combined Sewer Overflows (CSO), and Organic Resources. The Assistant Director manages the operation of the SBU to ensure that residents/customers are rendered the best possible service all within acceptable standards and regulations meeting the financial goals of the SBU. This position requires a wide range of a considerable knowledge of operations, policies, and laws. The Assistant Director will be expected to participate in the formulation of top-level policies and decisions and interact with external agencies, clients, municipal leaders, and other groups to ensure the health and growth of the SBU.

### **SUPERVISION EXERCISED**

- **Direct Reports from Division of Environmental Services** - Director of Maintenance, Director of SCADA, WWTP Operations Manager, CSO Operations Manager, Organic Resources Manager, Environmental Compliance Manager, Director of Financial Services, Assistant City Engineer (Wastewater) and subsequent 40 staff positions.
- **Direct Reports from Division of Water Works** - Water Quality, Director of Treatment, Director of Admin Services, Financial Director, Distribution System Director, Network Engineer, Director of SCADA and subsequent 60+ staff positions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Efficient operations of the SBU. Coordinated and efficient use of support services and resources.
- Managing the SBU to key performance indicators (KPIs) tied to an outcome-based budget.
- Managing regulatory and non-regulatory business within the SBU. Ensuring that all appropriate state and regulatory water, wastewater, distribution and collections licenses are maintained within

the department by appropriate staff. Managing the impact of changes in local governmental and regulatory policies as well as community affairs.

- Maintaining open intra-communication within the SBU and cooperating by providing assistance and/or equipment to other divisions within Public Works.
- Overseeing customer service functions and billing aspects for the 40,000 customers of the SBU.
- Responsible for:
- Achieving growth of the department. Analysis of trends to determine adequacy of present and forecast future community needs.
- Ensuring compliance with all regulatory, contractual, and company requirements/policies.
- Managing staffing levels within budgetary guidelines. Completing performance reviews of direct reports.
- Providing leadership and motivation for personnel. Administering and supporting employee relations programs.
- Working closely with the Human Resource department, ensuring compliance with policies in labor-relations matters, including grievances and arbitration, and often serving as co-negotiator of the bargaining unit contract.
- Administering corporate, local and state rules and regulations, which govern operations, water quality, service, etc. Preparing and submitting all regulatory reports.
- Recommending revisions to Water and Sewer Use Ordinances.
- Participating in the planning, preparation of rate-related activities for both water and sewer.
- Facilitating the resolution of liability and litigation cases.
- Supervising the preparation, review and monitoring of progress of strategic, operating and capital plans. Such plans shall result in effective and efficient operations including water & wastewater pumping, maintenance, engineering design and construction management, field activities, etc.
- Ensuring department compliance with all safety requirements/regulations.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes other duties as requested.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree with major work in civil engineering, environmental engineering or water and sewer utility maintenance operations, or related field. A Master's degree is highly desirable. May consider applicable experience in lieu of education.
- Minimum of 10 years of increasingly responsible experience in water, environmental services and/or utility administration, operation and financial responsibility over a medium to large municipal operation.

#### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Good working knowledge in water/wastewater treatment methods, distribution/collection system operations and maintenance, utility accounting and financial statements, rate-making, customer service and engineering principles as related to water/wastewater treatment and distribution facilities.

- Excellent managerial and supervisory abilities, effective negotiating, organizational, analytical, interpersonal, problem solving, leadership, and oral & written communication skills.
- Knowledge of EPA and State of Indiana environmental water and wastewater regulations, including NPDES permitting, industrial pretreatment, CSO's and sludge disposal.
- Strong operations background with specific technical knowledge of water and wastewater systems, process controls, control charts and formula based operational procedures.
- Must interact with coworkers and public with tact and diplomacy, as well as fairly and with impartiality.
- Must perform all job functions with honesty and professionalism.
- Must be able to plan and direct the work of others. Must be able to document personnel records.
- Must be able to work around open and unprotected water.
- Must have knowledge of operation, repair and maintenance of equipment. Operational knowledge of electrical, mechanical, principals for pumps, and related equipment. Must be able to read, write and interpret O & M manuals, technical materials, instructions and blueprints.
- Team Player. Self-reliant and able to lead change. Ability to be self-motivated and work with very little direction and oversight.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License required.
- A Water Treatment, Distribution and/or Wastewater certification is desirable. The successful candidate must attain appropriate Class IV & Class D Indiana Wastewater Operators certification, an Indiana Grade DSL Water Distribution system Operator, and WT3 Water Treatment Plant Operator certification within 1 year of employment

#### **EQUIPMENT**

Desktop and laptop computer, telephone, ten key calculator, and other general office equipment (including but not limited to fax machine, printers, copy machine, scanners, etc.).

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

Work is performed in mostly office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free. Occasional field visits to job sites within the right of way to observe work practices and conditions may be necessary. The noise level and outdoor ambient temperature may vary, so appropriate dress and/or hearing protection should be used on a discretionary basis.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Drug Screen Required**

**Comprehensive Background Check Required**